

RCRAREP
(URL <http://www.epa.gov/RCRARep>)

Overview

RCRARep is an Oracle/Web software reporting tool developed by EPA-NE to:

- look at sensitive, national data in OSW's new RCRAInfo database
- allow users to select RCRA Handlers based on data in any or all RCRAInfo modules
- allow users to view or print RCRA data for selected handlers
- provide users with an extensive search capability for handlers
- enable users to have powerful cross-module selection
- present data in a familiar, friendly user interface and reports
- offer context-sensitive NE specific help

Accessing RCRAREP

Users access RCRAREP either directly via its URL (<http://www.epa.gov/RCRARep>) Or via a hyperlink from RCRAInfo Reports Menu. EPA-NE staff may also access RCRAInfo from the Application Launcher by selecting Regional Applications and then clicking on the RCRAREP icon.

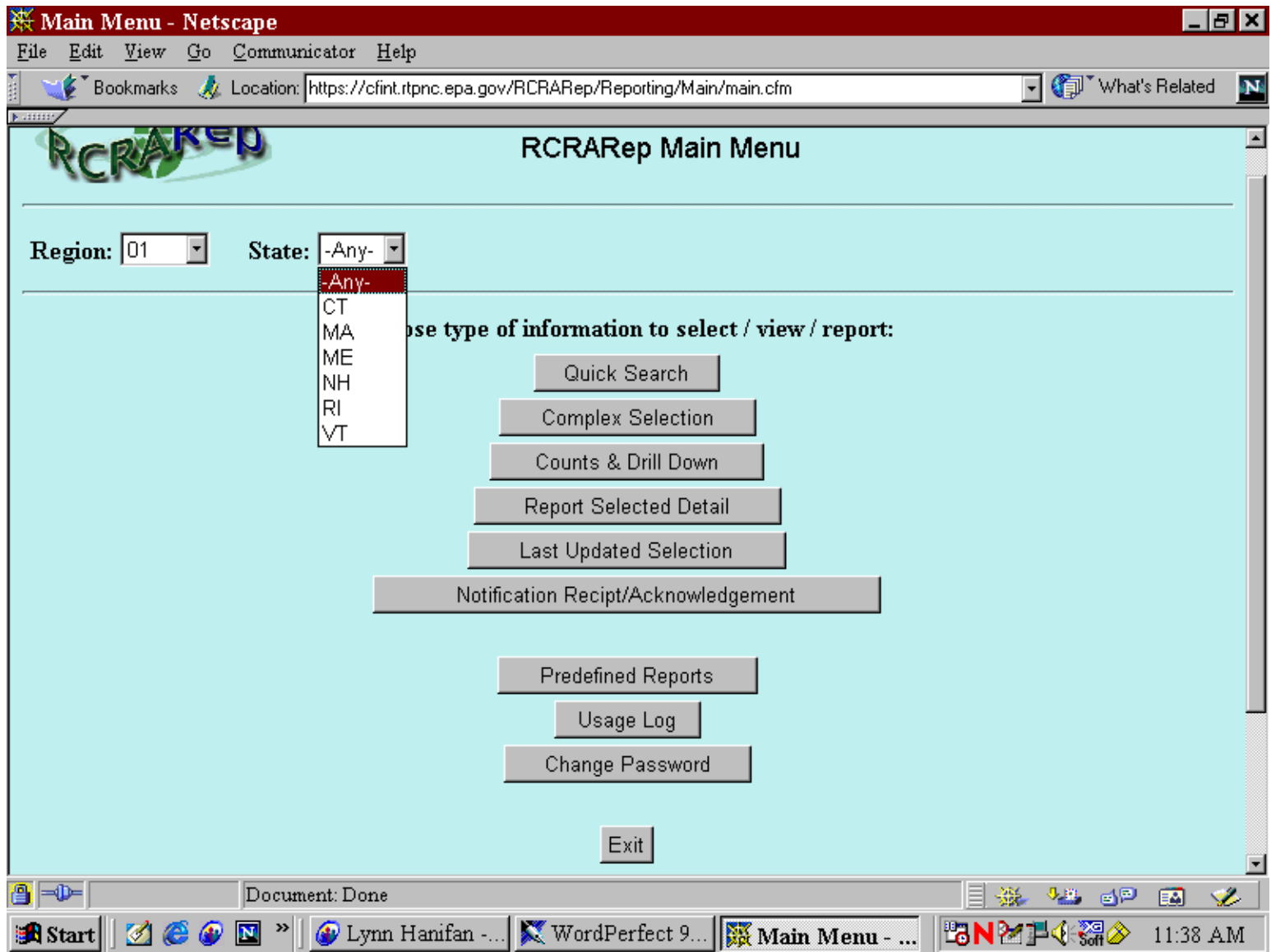
Only valid RCRAInfo users can log onto RCRAREP. In order to be a valid user, you must contact your RCRA data point of contact to obtain a user-id and password. RCRA data contacts for user-ids/passwords and password resets are:

- Lynn Hanifan 617-918-1644
- Kathy Lynch 617-918-1618
- Wendy Nye 617-918-1948

Passwords need to have 6-8 alphanumeric characters, no blanks or excessively repeating characters, at least one numeric and one alphabetic character. Passwords expire every 90 days.

RCRARep Main Menu

RCRARep processes only one State or Region at a time. User clicks on drop down list for choices (as shown below):



A summary of Main Menu selections are described below:

RCRARep logo - Clicking the logo brings up RCRARep Help. On the Main Menu and other high-level screens, Help Main Menu appears. On module-specific screens, Help for the module appears. On Reports, clicking a column heading brings up Help on the column. Clicking the logo within Help brings up the Help Menu.

Quick Search - This option offers a screen of the most-used selection criteria (Name, ID Number, Street, Town, etc). The screen also allows the User to select on other IDs, previous names, and out-of-state handlers. About 80% of all retrievals can be done on this screen alone.

Wild cards (%) are encouraged and are used as follows:

% after - finds all the handlers that start with that name

%before - finds all the handlers that end with that name

% before and after - finds all handlers that have that name in them

Users may use a _ anywhere which ignores that one position in the search.

After specifying selection criteria, the User clicks the Continue button and the Drill-Down Handler Selection screen displays the search results. The User may now select a Handler by clicking on the Handler Name and then view specific program information (i.e. Handler Detail, Permit/Closure, Corrective Action, CM&E) for the Handler by clicking the detail button for that information. The User may also print the selected Handlers in any RCRARep report format by clicking the Report Options button and then choosing a report. The other Report Options discussed below are also available.

Complex Selection - This option offers a series of selection screens. The first screen has the same search capability as the Quick Search and allows the User to select a “Long Form” version to specify more search values. The first screen also enables the User to make more extensive selections such as cross-modular selection by choosing “or any of” or “and all of” one or more of the program area buttons (i.e. Handler Universe, Permit/Closure, CM&E, etc.) at the bottom of the screen.

After specifying cross-modular selection options, the User clicks the Continue button and specifies additional selection criteria on subsequent screens, choosing Continue to proceed from screen to screen until all criteria are specified and the User arrives at the Report Options screen and chooses a format in which to report the selected Handlers. On each selection screen, the User may click the Preview button to display identifying information on the sites selected on the current selection screen.

When specifying additional selection criteria, pick-lists are often available to the User. The User may type a character to go to the first item in the list that begins with that character. If the pick-list is only one-line long and opens to more lines, the User may pick only one value in the list. However, if the pick-list is in a multi-line scrolling box, the User may pick multiple values: clicking a value and then holding the <SHIFT> key down while clicking another value selects both values and all between them; holding the <CTRL> key down and clicking multiple values selects all clicked values.

Counts & Drill Down - This option allows the User to view Handler or Event counts within the following program areas: Evaluation, Violation, Enforcement, Permit/Closure, Corrective Action, Universe, and Used Oil. Within each of these Count screens, the User may define a State, a Date Range, and a specific code. The User then clicks View to see the specified counts.

If the User clicks the “Handler” button on a row on a Counts screen, the Handlers counted on the row are selected and the Report Options screen appears. The User may then choose a report or label format in which to view, save, or print the selected Handlers. Alternatively, the User may choose Additional Selection on the Report Options screen and then choose a Counts screen to go to. On the Counts screen, the User may click the “AND” (restrict), “OR” (broaden), or “NOT” (exclude) button on a row to combine Handlers counted on that row with the current selection set and thereby produce a new selection set. This may be done repeatedly to further refine the selection set. Note that full Counts are shown on every successive Count screen, and are combined with prior selections after they are shown.

Report Selected Detail - This option allows the User to select a specific detail type (i.e. Permit Unit) then you will be brought to the Handler Selection page where you can select a specific handler or just hit Continue. You then go to the Handler Universe Selection page where you can now specify a particular Universe (i.e. a Baseline Universe). Then depending on what type of detail you were interested in, you will be brought to that selection page. Once you select Continue you will then see a report that shows only the Selected Handlers and their Selected Detail.

Last Updated Selection - This option allows the User to select Handlers last updated in a specific module by user-specified State or EPA Staff who have data entry privileges within the geographic range of the current search and within a user-specified data entry date range. The User then clicks the Continue button to view Handlers with data meeting the specified criteria.

Notification Receipt/Acknowledgement - This option allows the User to select a universe of handlers based on Notification Receipt Date and the User can specify the Source Type as well as whether it was an Initial or Subsequent Notification. The User can also choose to select a universe of handlers based on the Acknowledgement Flag or the Acknowledgement Date.

Predefined Reports - This option allows the User to view, save, or print the following reports : (1) Permit GPRA Status; (2) Post Closure GPRA Status; and (3) Corrective Action GPRA Status.

Usage Log - This option allows the User to view RCRARep Usage by individual Users. Before viewing the Usage Log, the User may choose a specific Date Range. The Usage Log displays the Agency, Name, # of entries into RCRARep, and Last Access Date for each User. The bottom of this screen identifies the total number of Users that met the selection criteria.

Change Password - This option allows the User to change his or her current password. Passwords need to be changed every 90 days. This password change affects both RCRARep as well as RCRAInfo.

Exit - This option logs the User out of RCRARep and clears Browser cache to prevent any unauthorized re-access to RCRARep.

Report Options

Once a User reaches the Report Options page the User can choose a type of report by using the Select Report option. There are various types of reports and label options which are described on the next page. Another feature available at the bottom of this screen is the Additional Selections option. This option allows the User to further refine their search by going back through the counts menu or the last updated selections. When all selections have been made and the User is ready to run a report, the User can then choose the Select Report option. This page also displays Selected Counts at the bottom of the screen print (below) and show what you start with as well as any other counts that you introduce to your request.

Report Options - Netscape

File Edit View Go Communicator Help

Bookmarks Location: <https://cfint.rtpnc.epa.gov/RCRARep/Reporting/main/report.cfm> What's Related

RCRARep

Report Options

Select Report: Drill-Down Handlers *

Report Title:
(Optional, do not use single or double quotes.)

Sort By: State, Name, Town, ID (* report)

☐ Show last-updated info on Detail Report

Label Addressee: (Optional)

(95 handler/activity_location pairs selected.)

Selected Counts
Universe RCRA LQG ME

Additional Selection:

Continue Main Menu Save Result Set

Document: Done

Start Lynn Hanifan - ... WordPerfect 9... Report Optio... 1:04 PM

Drill Down Handlers: This option displays the Handler Name, ID, Address, District, SNC Indication and Regulated Activity. The User may next select a Handler by clicking on the Handler Name and then view specific program information (i.e. Handler Detail, Permit/Closure, Corrective Action, CM&E) for the Handler by clicking the detail button for that information. The User may also view the selected Handlers in any RCRARep report format by clicking the Report Options button and then choosing a report. The User may print or save to disk any RCRARep report or screen by using Browser print/save options.

Handler Lists:

- A 1 liner (landscape) report containing the typical Handler Address and Activity is available
- A 2 liner (portrait) report containing the same info as the 1 liner
- A 3 liner (landscape) report that also includes Contact and Receipt Date info

PMT Detail: This option displays a detailed Permit/Closure EPA Region I (portrait) report.

CA Detail: This option displays a detailed Corrective Action EPA Region I (portrait) report.

CA Status: This option displays specific CA events including: CA725/CA750 Environmental Indicators, CA075 NCAPS Rank, CA050 Facility Assessment, and CA100 RFI Imposition Information. This (portrait) report also indicates whether SWMU information is available by using the OP446 event as an indication of available information.

CME Detail: This option displays a detailed Compliance/Monitoring/Enforcement EPA Region I (portrait) report.

Latest Evaluation: This option is a 2 liner EPA Region I (landscape) Report that displays only the most recent evaluation type/date or an indication of "Never Evaluated".

CME National: This option allows the User to select the National Report directly from this menu as well as RCRAInfo's Report menu.

Handler Detail: This option is an EPA Region I (portrait) Report that displays all of the Handler information (i.e. addresses, activities, owner/operator, contact, receipt dates) that is currently housed in RCRAInfo.

Site Info Verification (Handler): This option is a (portrait) Report to send back to a Handler that summarizes the Handler information entered into RCRAInfo. This Report also allows the Handler to verify and change information by marking up the Report, signing, and sending it back to the Agency indicated on the Report.

R7 Inspector Form: This option is a (portrait) Report that is identical to the Site Info Verification Report. However, this Report is used by an Inspector to make Handler corrections and provide the date of the site visit along with the name of Inspector.

Used Oil Activities: This option is a 3 liner (landscape) Report containing the Handler Name, ID, Address, Contact Information, and a summary of Used Oil Activity.

Labels: This option allows the User to run labels (30 labels/page) using the mailing address, site address, or the contact address.

After a report has been selected, the User can also choose to complete any of the following options to further clarify report specifications:

- define a Report Title
- choose a Sort Order
- select option of only showing the last-updated info on a Detail Report (this option is useful if the User is focusing on a given timeframe, such as, evaluations in a particular fiscal year)

If a User has chosen to print labels, they may also fill in the Label Addressee area with an appropriate title (i.e. Environmental Manager).

Once all of the appropriate options have been identified on the Report Options page, the User should select Continue to view selection and possibly choose to print the selected information.